

Steps for Independent Living Communities who would like to host a COVID-19 Vaccine Clinic (Updated 3/3/21)

If your independent living community would like a Vaccine Provider to come to you:

1. **Reach out to a Vaccine Provider that has been onboarded by ADHS to see if they are willing to come to your facility. Suggestions to find COVID-19 Vaccine Providers include:**
 - a. The Provider who conducts flu shot clinics for your facility.
 - b. Contact your Insurance company and ask if they have a Provider already contracted.
 - c. The Occupational Health agency that does pre-employment screenings or employee injury services.
 - d. Contact a local Pharmacy
 - e. Contact a local FQHC
 - f. Contact a local Agency that provides Home Health Care Services
 - g. If you cannot locate a Vaccine Provider after attempting the suggestions listed above, you may go to our website and follow the instructions to indicate interest in hosting a vaccine event: <https://www.maricopa.gov/5659/COVID-19-Vaccine-Locations>.
 - i. **Please be aware that due to the limited amount of vaccine currently available, any events coordinated through Maricopa County must be open to the surrounding community.**
 - ii. **Requesting an event through Maricopa County does not guarantee you will be approved while there is very limited vaccine availability.**
 - iii. If available, a Vaccine Provider will contact you to finalize the date, location, and any needs that you would need to fulfill.
2. **The Vaccine Provider is responsible for ordering and receiving the vaccine as well as completing all required reports within 24 hours of event completion** (ASIIS, RedCAP Survey; MCDPH event reporting and forms if applicable).

You should expect the planning phase (determining population size, acquiring supplies, identifying suitable locations, outlining traffic flow, distributing consent, preparing signage, etc.) to take several weeks.

Depending on vaccine availability, sites should anticipate the need for flexible dates in scheduling.

Items for Independent Living Community Managers to Know and Consider

1. Encourage individuals with access to transportation to attend pharmacies or other offsite locations, as this will generally be the faster option for those with transportation.
 - a. Maricopa website: <https://www.maricopa.gov/5659/COVID-19-Vaccine-Locations>
 - b. AHCCCS is updating policies to cover non-emergency transportation to COVID-19 vaccination sites for its members.
2. Events are generally short-term, 1- or 2-day clinics for 1st and 2nd doses. Additional visits are at the discretion of the provider.
3. **These clinics are not for family members of staff and residents outside of Phase 1B priority (65+).** Vaccine supply remains limited.
4. You will need to be able to estimate the number of Independent Living Community residents who would like to receive vaccine. Consider conducting a survey prior to contacting a provider.
5. You will be expected to help:
 - a. Determine how many people want to be vaccinated. (see above)
 - b. Determine what, if any, additional supplies you may be asked to provide.
 - c. Distribute consent forms and other materials as requested by the provider.
 - d. Advertise the event.
 - e. Determine a suitable location for the event e.g. conference room, etc.
 - i. Have staff available to help set up, take down, and manage flow.
 - ii. Have tables and chairs arranged to keep social distancing in mind.
 - iii. Have a separate entrance and exit if possible.
 - iv. Have a separate area for post-vaccination waiting staffed by and RN or other clinical staff member in the event of an adverse event.
 - v. Ensure that Housekeeping/Environmental Services makes regular visits through the event to keep the area clean.
 - f. Determine parking if applicable.
 - g. Ensure signage is placed and highly visible
 - h. Have a plan to manage people that ask for a vaccine that are not a part of the eligible population (e.g. a family member of a Resident or Staff Member).
6. Work with the Vaccine Provider to identify suitable dates to conduct the 2nd dose event.
7. If you sign up through the Maricopa Event system, MCDPH cannot guarantee that you will be matched with a specific health provider.
 - a. If you are hoping to work with a specific health provider, please:
 - i. Make your own arrangements with that provider.
 - ii. Make sure they are already onboarded as a Vaccine Provider with the ADHS COVID-19 Vaccine Provider system, because this process can take up to 30 days.

Steps for Providers wanting to conduct vaccination clinics at Independent Living Communities

Providers should

1. Be sure you are onboarded with ADHS and have all required equipment to store vaccine. If you are not yet onboarded, fill out the form here: <https://redcap.link/onboard>.
NOTE: This process may take up to 30 days.
2. Read about vaccine storage and handling here:
<https://www2.cdc.gov/vaccines/ed/covid19/moderna/30010.asp>
3. Make sure you have epinephrine and diphenhydramine available at all clinics per CDC recommendations.
4. Review your options for billing administration fees. There are slight differences depending on the payor. If you have questions, TAPI is hosting a weekly COVID-19 TIPS series:
<https://whyimmunize.org/tapi-training/>
 - **AZ Open networks:** In-network reimbursement for flu and covid-19 vaccine administration from most health plans by Arizona Governor [Executive Order](#). A contract is not needed with AZ commercial health plans for reimbursement. This means you can bill for patients outside of your typical panel.
 - **Medicare Part B Roster Billing:** Collect the Medicare or SS# and not the Advantage Plan number to submit claims. Register as mass immunizer: <https://www.cms.gov/medicare/covid-19/enrollment-administering-covid-19-vaccine-shots>
 - **Medicaid:** AHCCCS will reimburse any qualified provider including non-Medicaid providers. Must register with AHCCCS:
<https://www.azahcccs.gov/PlansProviders/APEP/ProviderEnrollmentApplication.html>
 - **Uninsured:** HRSA will reimburse the uninsured admin fee to registered providers Optum Enrollment: <https://coviduninsuredclaim.linkhealth.com/get-started.html>
 - **No Patient Out-of-Pocket:** Do not balance bill patients or charge a cash fee. Submit to private plan, AHCCCS, Medicare or Optum.
5. Once onboarded, request vaccine from MCDPH here:
https://maricopasneb.co1.qualtrics.com/jfe/form/SV_a4wdrCHceoXP5H

Type the name of the Independent Living Community in this box:

City
State
Zip

What company/facility is this request for?
ie. which organization's staff or residents will be receiving these vaccines?

Please fill out the table below to indicate the prioritized population categories you intend to vaccinate at this organization and how many people you estimate you will vaccinate in each category.

The number of independent living community residents should be included in vaccine counts for "Individuals 55 and over *including those in Independent Living Communities.*"

	Estimated #
1A Healthcare Providers	<input type="text" value="0"/>
Long-Term Care Facility Residents	<input type="text" value="0"/>
Long-Term Care Facility Staff	<input type="text" value="0"/>
Individuals 55 and over <i>including those in Independent Living Communities</i>	<input type="text" value="0"/>
K-12 School Staff	<input type="text" value="0"/>
Childcare Workers	<input type="text" value="0"/>
Law Enforcement	<input type="text" value="0"/>

- Remember to submit the form again to request 2nd doses. Be sure to include the number in the "Second Doses" box on the request form **and the name of the Independent Living Community in the first large box** as shown on page 3.
- Providers should request only the number of doses that can be used within 7-10 days of vaccine delivery.**
- The request must be submitted by NOON on Wednesday. You will be notified by Friday if you will be receiving vaccine and how much. Ancillary Kits of supplies usually arrive from McKesson on Monday or Tuesday and then the vaccine usually arrives the next day.

Ancillary supply kits include:

- Administration needles and syringes
- 22–25-gauge, 1–1.5" (adult)
- Sterile alcohol preparation pads
- PPE (surgical masks and face shields for staff)
- COVID-19 vaccination record cards
- Needle gauge and length chart detailing the appropriate length/gauge for injections based on route, age (children), gender, and weight (adults)
- Each ancillary kit includes enough supplies for 100 doses of vaccine.

Not included: Puncture-resistant biohazard containers, gloves, cotton swabs, and bandages

- Remember that individuals under isolation or quarantine for COVID-19 infection or close contact should not be vaccinated until their isolation or quarantine is over. They do not need to wait 90 days *unless* they received monoclonal antibody or plasma antibody therapy for COVID-19 illness.

10. Work with Community Managers to vaccinate the Independent Living Community
 - Determine how you will vaccinate – residence-to-residence / unit-by-unit or in a designated location (conference room, outdoor patio, etc.) or both.
 - Have Consent forms prepared ahead of time to help with throughput
 - Have additional supplies ready
 - Gloves, bandages, hand sanitizer, biohazard containers, clipboards, and any signage that may be necessary.
 - V-Safe information to report adverse reactions
 - If using a conference room or centralized location, keep physical distancing in mind and have a separate entrance/exit if possible.
 - Community manager should help advertise the event to the Residents and Staff
11. Please be advised that you are responsible for completing each of the required documentation steps and should allocate staff time accordingly, including:
 - Adding each vaccination site to the [Arizona Vaccine Finder Map](https://survey123.arcgis.com/share/2bbc11176b6247298b1dcca96c45d9fc):
<https://survey123.arcgis.com/share/2bbc11176b6247298b1dcca96c45d9fc>
 - Documenting all patient information in [ASIIS](#) within 24 hours of vaccine administration for all vaccine recipients at the clinic.
 - **Remember to allow sufficient time for ASIIS data entry for all vaccine recipients within 24 hours, if your staff are manually entering that data.**
 - Completing the ADHS REDCap survey sent to your primary ASIIS email account.
 - If you are using this vaccine for an event coordinated via the MCDPH Event Map, please complete the required MCDPH End of Event documentation and any other required documents. Please contact your MCDPH liaison or vendor coordinator if you are unsure whether this applies to you.
12. Coordinate movement of leftover vaccine with MCDPH, if applicable.